



## United States Department of the Interior

### Rules of Behavior for Computer Network Users

As a Department of the Interior (DOI) computer network user, you must understand and agree to these rules of behavior prior to being granted access to the DOI computer network, which will provide you internet and intranet connectivity, electronic mail, network file storage, and network printing capabilities. You are accountable for your actions and responsible for the security of DOI information. Upon being granted access to DOI information resources, you will be held responsible for damage caused to DOI information either through negligence or a willful act. Failure to follow these rules may result in legal action and/or disciplinary action up to and including termination of employment.

The required annual *Federal Information Systems Security Awareness + Privacy & Records Management* training provides guidance for users to fully understand these rules and their responsibilities. You may also visit the *Rules of Behavior for Computer Network Users Reference Guide* [website](#) for additional guidance and examples.

As a DOI computer network user, I will:

1. Successfully complete the initial and annual *Federal Information Systems Security Awareness + Privacy & Records Management* training.
2. Handle and maintain all information and system outputs in accordance with the provisions of the Privacy Act and policies for safeguarding personally identifiable information, information classifications, and records management requirements.
3. Ensure the security of DOI information, equipment, keys, and DOI Access card.
4. Refrain from attempting to access information or information systems for which access has not been authorized.
5. Refrain from sharing passwords and/or your DOI Access card personal identification number (PIN).
6. Refrain from using DOI information, equipment, keys and/or DOI Access card for activities that are illegal and/or inappropriate.

7. Consent to monitoring and have no expectation of privacy when using Government computer equipment and/or the DOI computer network.
8. Refrain from attempting to install unauthorized software onto DOI computers.
9. Refrain from attempting to connect personal devices or other unauthorized computer equipment to the DOI computer network without appropriate authorization.
10. Refrain from posting DOI information on external websites without prior appropriate authorization.
11. Refrain from attempting to alter and/or disable DOI computer configurations and security settings without prior appropriate authorization.
12. Immediately report suspected computer security incidents, privacy incidents, loss or destruction of Federal records, equipment, keys and/or DOI Access card by following your Department, Bureau, and/or Office incident response procedures.

I have read, understand, and agree to abide by the *Rules of Behavior for Computer Network Users*. I understand that failure to abide by these rules of behavior may result in disciplinary action.

User Name: \_\_\_\_\_

User Signature: \_\_\_\_\_

Bureau/Office/Company: \_\_\_\_\_

Date: \_\_\_\_\_

*(Retain a copy of your signed Rules of Behavior for your records and provide the original, signed copy to your supervisor.)*